

NPR 1400.1 Measurement/Verification Matrix Table C-3
NASA Procedural Requirements (NPR) or Center Procedural Requirements (CPR)

Directive ID: _____
Review Date: _____

Requirement Paragraphs	Requirement Descriptions	Compliant	Not Compliant
3.7.2	<p><u>Requirements for NPR's/CPR's Table of Contents</u> - Does the directive's Table of Contents contain the elements below? If yes, compliant. If no, not compliant:</p> <p>a. A Cover with a masthead that contains the Directive ID, Effective/Expiration Date, Responsible Office, and Subject.</p> <p>b. A Change Log (Optional).</p> <p>c. A Table of Contents listing the preface titles, chapter titles, second-level paragraphs titles (only if the second-level paragraph exists), and appendices.</p>		
3.7.2	<p><u>Requirements for NPR's/CPR's Preface</u> - Does the directive's Preface contain the elements below? If yes, compliant. If not, not compliant.</p> <p>c(1) A preface with the following six paragraphs that are numbered/lettered in accordance with Figure 3-3:</p> <p><u>c(1)(a) Paragraph P.1, Purpose</u> - Describes the rationale for establishing the directive and what will be accomplished.</p> <p><u>c(1)(b) Paragraph P.2, Applicability</u> - Describes the scope of the required application and contains the following statements (See para 3.6.2c(2)(a)-(e):</p> <p>c(1)(b)(1) "This directive is applicable to NASA Headquarters and NASA Centers, including Component Facilities and Technical and Service Support Centers." <i>Note: CPRs would include a similar statement to ensure applicability at the Center and associated facilities (3.6.2c(2)(a)).</i></p> <p>c(1)(b)(2) "This language applies to JPL (an FFRDC), other contractors, grant recipients, or parties to agreements only to the extent specified or referenced in the appropriate contracts, grants, or agreements." <i>NOTE: CPRs Exempt.</i></p> <p>c(1)(b)(3) "In this directive, all mandatory actions (i.e., requirements) are denoted by statements containing the term "shall." The terms: "may" or "can" denote discretionary privilege or permission, "should" denoted a good practice and is recommended, but not required, "will" denotes expected outcome, and "are/is" denotes descriptive material."</p> <p>c(1)(b)(4) "In this directive, all document citations are assumed to be the latest version unless otherwise noted."</p> <p><u>c(1)(c) Paragraph P.3, Authority</u> - Contains a list of NASA directives and external authorities or requirements that justify establishing the directive.</p> <p><u>c(1)(d) Paragraph P.4, Applicable Documents and Forms</u> - Contains a list of documents and forms cited in the body of the directive that have provisions or other pertinent requirements directly related and necessary to the performance of the activities specified by the directive.</p> <p><u>c(1)(e) Paragraph P.5, Measurement/Verification</u>: Explains how compliance will be measured, provides information that is needed to support senior management's evaluation of performance, and does not contain "shall" statements.</p> <p><u>c(1)(f) Paragraph P.6, Cancellation</u>: If the directive cancels one or more directives, are the number(s), title(s), effective date(s) of the cancelled directives listed? If there are no cancellations, is "None" stated?</p>		
3.3.1	<p><u>Requirements for Authorities, Applicable Documents and Forms, and References</u> - Do the directive's authorities, applicable documents and forms, and references adhere to the requirements below? If yes, compliant. If no, not compliant.</p> <p>a. Authorities justify establishing the directive and are sometimes cited to provide context.</p> <p>b(1) Applicable documents and forms listed in paragraph P.4 are also cited in the body of the directive and are introduced (e.g., as required by, in accordance with, according to) and forms are controlled.</p> <p>b(2) Conversely, applicable documents and forms cited within the body of the directive are also listed in paragraph P.4.</p> <p>c(1) References are listed in the directive's appendix and cited within the directive with introductory language (e.g., additional information on this subject, for additional information).</p> <p>c(2) Conversely, reference documents listed in the directive's appendix are also cited within the directive.</p>		
3.3.2	<p><u>Requirements for Order and Format of Authorities, Applicable Documents and Forms, and References</u> - Does the directive cite and list its applicable documents and forms and references in the correct order and format? If yes, compliant. If no, not compliant.</p> <p>a. Documents are listed in the following order: USC, PL, EO, CFR, FR, OMB Circular, NPD, NPR, CPD, CPR, NIDs, NASA Standard, Forms, non-NASA Government standards, other documents.</p> <p>b. Numbered documents are listed in numerical order first and non-numbered documents are listed in alphabetical order second within each category.</p> <p>c(1)-(12) Documents are listed using the document's type, number, and name and formatted in accordance with paragraphs 3.3.2c(1)-(12).</p> <p>d(1) Documents are cited using the document's location (e.g., 51 U.S.C. 20113(a)), with name excluded after first use, in accordance with paragraphs 3.3.2c(1)-(5).</p> <p>d(2) Documents are cited using the document's type and number (e.g., NPR 1400.1), with name excluded after first use, in accordance with paragraphs 3.3.2c(6)-(12).</p> <p>e. Revision letters and change numbers are excluded from cited and listed directives.</p> <p>f. Only approved and available documents and forms are cited and listed.</p>		

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	g. Footnotes are included to provide a document's title and Web site address, if the document is not a statute, regulation, or NASA directive or standard to show readers where to find it.		
3.1.1	<p><u>Requirements for the Use of "Shall" Statements</u> – Does the directive's "shall" statement follow the requirements for use, including Table A? If yes, compliant. If no, not compliant.</p> <p>Responsible Offices shall use the following criteria, along with Table A when writing requirements statements in NASA directives:</p> <p>a. Identify all requirements statements by using the term "shall" to denote mandatory compliance.</p> <p>b. Designate at least one official (by position title) or organization or office title as responsible and accountable for development, implementation, maintenance, and/or verification of the requirement set forth in the "shall" statement.</p> <p>c. Identify what action should be accomplished or what product should be provided to demonstrate compliance with the requirement.</p> <p>d. Identify specific requirements, not general responsibilities with broad application.</p> <p>e. Provide a description of how requirements will be measured/verified in the measurement/verification section of the directive.</p> <p>f. Separately state each individual requirement statement (i.e., one "shall" statement per single paragraph and one "shall" statement per paragraph with subparagraphs).</p>		
3.1.2	<p><u>Requirements for Excluding Replication and Technical Requirements</u> - Does the directive exclude replication and technical requirements? If yes, compliant. If no, not compliant.</p> <p>a. Replication of existing internal and external policy statements, procedural requirements, responsibilities, or text from other documents is excluded, but paraphrasing or cross referencing is used.</p> <p>b. Technical requirements are excluded.</p>		
3.2	<p><u>Requirements for Responsibility Statements</u> - Does the directive use official titles when assigning responsibilities. If yes, compliant. If no, not compliant.</p> <p>Official position titles, office titles, or office structure titles are used to assign responsibilities.</p>		
3.5.1	<p><u>Requirements for Format and Writing Styles</u> - Does the directive use correct format and writing styles? If yes, compliant. If no, not compliant.</p> <p>a(1) Page numbers (e.g., 1, 2, 3) are included in the directive and an indexed table of contents excluded. <i>Note: CPRs Exempt.</i></p> <p>a(2) Text is aligned on the left margin (i.e., left justified). <i>Note: CPRs Exempt.</i></p> <p>a(3) Notes are indented and italicized. <i>Note: CPRs Exempt.</i></p> <p>a(4) Figures and tables are centered with figure number (e.g., Figure 1) and name placed on the bottom of the figure and table letter and name placed on the top of the table. <i>Note: CPRs Exempt.</i></p> <p>a(5) Paragraphs are numbered or lettered (except when there is no second paragraph immediately following), with periods behind numbered paragraphs excluded (e.g., 3.5.1) and periods behind lettered paragraphs (e.g., i.) included.</p> <p>b(2) Caveat phrases (e.g., as applicable, as appropriate, whenever possible) are excluded from requirements.</p> <p>b(3) The correct term to denote action or other forms of action is used.</p>		
3.7.2	<p><u>Requirements for NPR/CPR chapters</u>. Are chapters compliant? If yes, compliant. If no, not compliant.</p> <p>c(3) Directive's chapters are numbered and separated by page breaks and chapter paragraphs are numbered/lettered in accordance with Figure 3-4.</p>		
3.7.2	<p><u>Requirements for NPR/CPR Appendices</u> - Is the directive compliant with requirements for appendices? If yes, compliant. If no, not compliant.</p> <p>c(4) Appendices are separated by page breaks.</p> <p>c(4)(a) Appendices do not contain "shall" statements.</p> <p>c(4)(b) Appendices are lettered and paragraphs use the letter of the appendix (e.g., A.1, A.2), excluding appendices containing acronyms and definitions.</p> <p>c(4)(c) Definitions are documented in Appendix A.</p> <p>c(4)(c)(i) Definitions are listed in alphabetical order.</p> <p>c(4)(c)(iii) Definitions with extended explanation use bullet lists.</p> <p>c(4)(d) Acronyms are documented in Appendix B in alphabetical order.</p> <p>c(4)(e) Measurement/verification are documented in Appendix C.</p>		